



**EVENT RESERVATION FORM
"INSIDE EVENTS ONLY"**

Organization _____

Name of Event: _____

Date of Event: _____

Will additional practice or set-up days be needed? _____ Yes _____ No

If yes, what dates are needed? _____

(Note: there will be a \$65.00 charge to decorate the day before the event, 5 hour minimum)

This fee is due at the time of booking to reserve the day prior for decorating. (NON-REFUNDABLE)

Expected Number of Participants _____

Rental Amount: _____ Deposit Amount: _____

After reviewing your event details, it has been determined that the Event Applicant will need to contact: _____ Sheriff Dept. _____ Fire Chief _____ Emergency Medical Services

Type of Event: (circle all that apply)

Open Attendance Event

Invitation Attendance Event

Alcohol Event

No Alcohol shall be served or sold without the acknowledgement to the City and without the proper Sheriff Department Security. Cost and/or Fees for security are established and enforced by the Sheriff Department, not the Pope Conference Center Management and shall be paid to the Sheriff Department at least 5 business days prior to the event, by money order or cash. It is the sole responsibility of the applicant to contact the Sheriff Department.

Teen Party (19 years old and under) **(No Alcohol Allowed)**

Ticket Sale Event Can Only Be Held By The Following:

- Churches
- 501 (C)3 Non Profit Organizations
- Civic Organizations
- Governmental Entities

If tickets are sold without authorization, the event will be cancelled and deposit will be forfeited. Rental Fee will be refunded for the room, but the Deposit will be forfeited.

Responsible Event Contact Person: _____

Contact Person Email: _____

Contact Person Telephone Number: _____

Contact Person Home Address: _____

EVENT INFORMATION:

Event Set-up Beginning: Date: _____ Time: _____

Beginning Time of Event: _____ Ending Time of Your Event: _____
(1:00am required ending time – building cleared of everything by 2:00am)

All Decorations and Non Pope Conference Center Materials Must Be Taken Down and Removed By 12:00 Noon the Next Day.

(Please Check With Pope Conference Staff Regarding This Requirement)

RULES OF USE:

1. Reservations may be made over the phone. A non-refundable deposit must be received by the City of Washington within 5 business days to hold the reservation. After the 5 days, if no deposit has been received, the date will be open to another booking. The deposit is determined by the room reservation. Deposits can range from \$75.00 to \$315.00 depending on the rental request. If booking is less than 10 days from date of request, full payment must be made within 24 hours to hold the reservation. The deposit is refundable if the terms of the rental agreement are met. (Cleaning the facility and returning the key, after the event.
2. The full amount to rent the facility is due 30 days prior to the scheduled event, if payment is not received, the City of Washington reserves the right to cancel the scheduled date.
3. If a deposit is made with a check and the check is returned for any reason, your reservation will be cancelled immediately.
4. You have 10 business days prior to your scheduled event to cancel without forfeiting your rental fee, minus your deposit. Any event cancelled after the 10 days will forfeit their rental fee.
5. **The Event Contact Person completing the application must be 21 years or older to reserve the Pope Conference Center. A valid ID must be provided.** Event must end by 1:00am and building cleared of people by 2:00am
6. If the Event Contact person is holding an event in which the majority of the attendees are 19 years old and under, then such event must end by 12:00 midnight and building cleared by 1:00am. There must be 1 person for every 10 attendees for supervision purposes.
7. The event may not exceed the maximum capacity for the Pope Conference Center. This varies depending on how the event is set up. The Event Coordinator will tell you how many attendees will be allowed based on your set up request.

8. It is understood and agreed that the City of Washington's Pope Conference Center Staff reserves the right to control and manage the Pope Conference Center to enforce all necessary and proper rules for the management and operation of the event. The City of Washington's Pope Conference Center Staff reserves the right, through duly appointed representatives to eject any objectionable person(s) from the premises and the Event Applicant hereby waives any and all claims for damages against the City of Washington or its officers, agents or employees resulting from the exercise of this authority.
9. The Event Contact person is responsible for making sure all trash containers are emptied in the building and making sure the entrance area, halls and restrooms are left clean. If the Pope Conference Center Staff determines the required cleanup was not sufficient and requires an additional cleaning, the Event Contact Person can be charged an additional cleaning fee. If a professional cleaning service is required, the Event Applicant will be responsible.
10. A walk thru of the facility will be conducted at the end of the event with the Event Applicant or a designed person of the Event Applicant with the Pope Conference Center Staff to ensure the required cleaning responsibilities of the Event Applicant has been met.
11. Applicants cannot use the Pope Conference Center's name or any images of the Pope Conference Center in any advertisements without obtaining approval from the City.
12. To assure safety in the facility, the applicant will select a pre-defined room and facility set-up that is in compliance with the fire safety rules and regulations of the State of Georgia.
- 13. The placement of tables, chairs and other furniture shall not be altered by the event applicant or any event participant. Said placement of tables, chairs and other furniture have been done by facility staff in order to assure safety and compliance with fire safety laws and regulations.**
14. The only person permitted to alter the reserved use of the Pope Conference Center space and services is the Event Contact person whose signature is found at the end of this Event Reservation Request and the Pope Conference Center Staff.
15. The Pope Conference Center will provide a facility that is in compliance with the Americans with Disabilities Act. The Event Contact person shall provide to the Pope Conference Center any special event requirements necessary to maintain compliance with the Act.
16. The Event Contact person shall assure that the rented space of the Pope Conference Center and the general common areas of the Pope Conference Center are in the same condition than before the set-up for the event. Adherence to this condition of space rental shall entitle the Event Applicant to a deposit.

"If an event is scheduled for the Pope Center and another booking is requested for the same day, the Pope Center Coordinator will determine if the events are compatible to be held at the same time. If it is deemed incompatible, the Pope Center Coordinator will discuss with the City Administrator and a decision will be made. The City reserves the right to deny rental of property, even if space is available if the events are determined to be incompatible. Alcohol cannot be served at any event at the Pope Center when a children's function is taking place in the building at the same time."

_____ I will be serving alcohol at my event and I acknowledge that the Code of Ordinance of the City of Washington require that the serving of alcohol at the Pope Conference Center be performed by a business with a valid alcohol pouring license that will have a certified bartender working under the business license.

Note: The serving or selling of alcohol at an event will require the presence of two police officers (one officer to monitor inside the building and one officer to monitor the parking lot). The contact person on the event reservation request is responsible for making all arrangements with the Sheriff Dept. in regards to security for the event.

_____ I will meet with the Sheriff Dept. regarding the event at least five business days prior to the event.

The staff of the Pope Conference Center will confirm with the Wilkes County Sheriff Office that security for the event has been arranged. Failure to arrange for the Sheriff Department's presence will result in the cancellation of the event.

In the event any provisions related to the consumption or sale of alcohol are violated, the Event Contact person's right to the Pope Conference Center will be terminated and activities shall cease immediately. An Event Applicant who violates these provisions shall forfeit the security deposit filed with the application.

_____ I will personally be providing all food and beverages for the event.

_____ I will hold harmless, indemnify and defend the Pope Conference Center for food or diet related sensitivity issues claims resulting from any food or drinks consumed at the event.

_____ I will notify the Pope Conference Center Staff of any special equipment that will be used during the event.

_____ I would like to have a list of local caterers or restaurants that can cater my event.

_____ I hereby agree to remove all trash/litter/debris at the end of the event or risk forfeiting cleaning deposit.

_____ I will hold harmless, indemnify and defend the Pope Conference Center for copyright claims resulting from the playing of recorded music at the event or from the live performance of music at the event.

_____ I will meet with the Fire Chief if needed and instructed to do so by Pope Conference center Staff.

PRIOR TO RENTING -WALK-THRU INSPECTION OF THE POPE CONFERENCE CENTER

The following conditions need to be addressed before the rental agreement is approved:

- 1.
- 2.
- 3.
- 4.
- 5.

The following conditions are preexisting and the Event Applicant is not responsible for any preexisting conditions.

- 1.
- 2.
- 3.
- 4.
- 5.

I, a representative of the Pope Conference Center have completed an inspection walk-thru with the Event Applicant.

Signature Pope Conference Center Representative Date

I, the Event Contact person acknowledge that a walk-thru of the rooms I wish to rent has been completed by myself and the Pope Conference Center Representative.

Signature of Responsible Contact Person Date

Payments by: cash; money order; check; credit or debit card.

Applications can be completed online; mailed or returned to the following locations:

- **Pope Conference Center – 48B Lexington Ave. – Washington, GA 30673**
- **City Hall – 102 E. Liberty Street – Washington, GA 30673**
- **City of Washington – P.O. Box 9 – Washington, GA 30673**
Contact Number is (706) 678-7673